



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 516**
Preliminary Development Plan Review Meetings

DATE: October 1, 2007/*Revised October 17, 2013/June 30, 2015*

CREATED BY: Land Development Division/Land Entitlements Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this revised Information Bulletin (IB) 516 on Preliminary Development Plan Review (PDPR). This IB has been updated to modify contact information and the reviewing divisions.

This meeting offers opportunities for the owner and/or owner's agent(s) to meet with DSD staff to discuss future development projects. These meetings will assist the owner and/or design team to identify items that need to be addressed or modified before the development plans are submitted to the City for review. It is recommended that the applicant provide at the meeting a site plan, conceptual elevations, photographs, survey, and any previous development history such as MDP, PUD, Plats, Rights Determination, etc. This information will ensure staff is aware of your development needs and will provide you with the most accurate information in relation to your development.

Scope:

Procedures:

The following procedures are to be followed to set up and execute your PDPR.

1. In order to schedule a PDPR, submit a **PDPR Request Form** (see following example) via email, hand-delivery or mail to:
City of San Antonio
Development Services Department
Land Development Division
Attn: Land Development Staff
1901 S. Alamo St.
San Antonio, TX 78204
Phone: 210-207-0121, f: 210-207-4441, email: Primary Lynette.Barrera@sanantonio.gov,
Secondary melissa.quiroz@sanantonio.gov.

The City will return the PDPR Request form to the applicant via email with the scheduled date, time, and PDPR Number assigned for the meeting.

2. The PDPR Request Form shall be filled out completely and shall be signed by the person requesting the PDPR meeting.

3. The PDPR Request Form shall include check marks next to all the divisions that you wish to be present at the PDPR. Should you need to invite Plan Review staff from DSD Building Permits or set up a separate preliminary plan review meeting, please coordinate with DSDPlansManagement@sanantonio.gov or by calling (210) 207-0146.
4. There is non-refundable \$100.00 an hour (2-hr minimum) **fee for each division within Land Development that attends each PDPR meeting.** For example, if the Zoning, MDP, and Streets Divisions are requested to attend, the PDPR fee is **\$600.00 (\$200.00 x 3).**
5. Payment of the PDPR fee is required prior to the meeting. The PDPR meeting will not begin unless this fee has been paid. **Payment is to be made in the Land Development counter intake area.**
6. There is a \$150.00 cancellation fee for those who do not cancel their scheduled PDPR meeting at least twenty-four (24) hours in advance. If assessed a cancellation fee, it must be paid before you or your company will be able to schedule any future PDPR meetings.
7. All PDPR meetings will be held at the COSA Cliff Morton Development and Business Services Center (CMDDBSC) located at 1901 S. Alamo, San Antonio, TX 78204.
8. Each PDPR meeting is 2- hour minimum. If it is anticipated that more time is needed, additional PDPR meetings are to be requested. It is up to the customer to manage the meeting agenda and discussion to meet the time frame allotted. The customer(s) should plan to arrive at the COSA CMDDBSC approximately fifteen (15) minutes prior to the PDPR meeting start time to allow time for check in and to pay the PDPR fee. Again, the PDPR meeting will not begin until the PDPR fee is paid. The PDPR meeting will not be extended past the original end time due to the customer arriving late, waiting in line to pay the PDPR fee and/or due to the number of divisions requested.
9. The customer shall submit an agenda for the PDPR meeting to COSA DSD at least **(5) days** in advance of the PDPR. The proposed agenda is to be submitted via mail, hand delivered, or email to the contact listed in Item 1 above and clearly reference the PDPR Number and Project Name.
10. COSA staff **will not** grant formal approval of any part of the development project during the PDPR meeting.

DSD encourages applicants to coordinate with the San Antonio River Authority (SARA) on projects that include Low Impact Development (LID) features or that would like to use LID features as an incentive in the development process. For additional information regarding LID, please contact Jake Aalfs, with SARA at 210-302-3248 or at jaalfs@sara-tx.org

We hope that this customer service initiative will help you identify and address future development concerns prior to submitting development applications, which should assist your project in meeting your development goals.

Should you have any questions regarding the Preliminary Development Plan Review Meeting process, please contact a Land Development Services representative at (210) 207- 6044.

Summary:

This Information Bulletin is for informational purposes only.

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Reviewed by: Kevin Collins, P.E., Senior Engineer

Authorized by: John Jacks, Assistant Director

Attachments:

1. PDPR Request Form



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

Land Development Division

1901 S. Alamo, San Antonio, TX 78204

PRELIMINARY DEVELOPMENT PLAN REVIEW REQUEST FORM

PROJECT NAME: _____

**Project Address and
Legal Description:** _____

Project Acreage: _____ **No. of Phases:** _____

Proposed Project _____ **No. of Guests:** _____

Description (include land use and any other associated project information): _____

Previous Development _____

Permits (identify any past MDPs, PUDs, Plats, Rights Determination, etc., associated with the project.): _____

PDPR REQUEST BY: _____ **Meeting date:** _____

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Tel #: Fax #: _____

Email: _____

Signature: _____

Please check the Divisions you would like present at the meeting. Note that there is \$100.00 an hour (2-hr. minimum) **fee for each division within Land Development that attends each PDPR meeting**, the fee is to be paid prior to the meeting. Note also that there is a \$150.00 cancellation fee for those who do not cancel their scheduled PDPR meeting at least twenty-four (24) hours in advance. If assessed a cancellation fee, it must be paid before you will be able to schedule any future PDPR meeting.

- ☐ MDP/Plats
- ☐ Zoning/BOA
- ☐ TCI - Storm Water *
- ☐ Bexar County *

- ☐ Tree/Landscape
- ☐ SAWS *
- ☐ Parks *
- ☐ SARA *

- ☐ TIA/Streets
- ☐ VIA*
- ☐ Other _____

* No Fee for these entities

For Office Use Only:

PDPR #: _____ **Scheduled Meeting Date:** _____ **Time slot:** _____

Note: an agenda for the PDPR meeting is required to be submitted to COSA DSD at least five (5) days in advance of the PDPR. The proposed agenda is to be submitted via email to Lynette.Barrera@sanantonio.gov or melissa.quiroz@sanantonio.gov and is to clearly reference the PDPR # and Project Name.